

CONFIDENTIAL

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Managing Change and Stress Presentation--25 August 1987

FROM:

Training Officer  
Leadership Development Division  
OTE

EXTENSION

NO.

DATE

30 June 1987

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

C/LDD/OTE

7/8

2.

DDC

✓

✓

3.

DDTE

7/22

Way

4.

DTE

7/22

7/27

5.

6.

7.

8.

9.

10.

C/Support/OIT  
2D0105 HQ

- sent 7/29/87

11.

12.

13.

14.

15.

Jerry, at least  
let OMs know  
we are doing this.  
call

Stan,  
I don't see a  
problem with this  
since they (OIT) invited  
Helen and since this  
is the sort of thing  
she worked on during  
her rotational assign-  
ment over there. I  
recommend you give  
Gary Foster a call,  
however

1/8/51

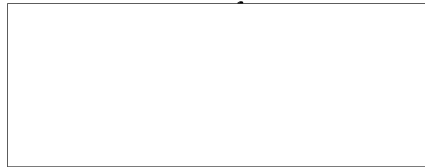
FM: C/LDD

TV: <sup>Dave</sup>DDC & DDTE

- ①. This is in response to a request from OIT to support them in the Auditorium on 25 August.
- ② The formal request came in three weeks ago; I asked Helen to follow up and this is her response.
- ③ With your permission we will proceed as indicated

in the attached memo.

STAT



P.S. Do you think we need to coordinate with OMs since this involves stress management. Helen has given this talk on numerous occasions but ~~with~~ before OMs developed their acute sensitivity